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OS

1 October 1971

MEMORANDUM FOR: Acting Director of Training

SUBJECT : Weekly Activities Report  
27 September-1 October 1971

GENERAL

1. Personnel - Since we are getting no acceptable ALT instructor nominees from the area divisions, we are working on a plan which, within a few months, should considerably increase our capability to meet our liaison training requirements. AF has four officers (at least two of them French speakers) it is willing to send us for instructor training. Following this training, we will take them individually on TDY liaison training assignments to act as assistants. Thus, when ALT is overloaded on liaison training requests, we can send a team of one ALT instructor and one of the AF assistants to handle a program that would normally use two ALT instructors. We have asked FE, our most frequent customer, to contribute a couple of officers to this program as well. It is understood by the Divisions concerned that these people cannot be considered full-fledged instructors and that they will only be used in times of heavy demand to extend OTR's capability. They will also be used only on programs in their own geographical areas.

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2. [ ] program. We have been asked on fairly short notice to train five officers [ ]. Four of these are section chiefs (approximately the level of our own Branch chiefs - people of several years of experience). It is necessary to break them up for individual attention in their specialties inasmuch as there is a limited number of subjects which will be of interest to all of them. The short notice and the apparently inflexible nature of the timing points up again an old problem with respect to field Station requests and ALT scheduling. We will shortly be tackling the solution of this problem again with all Divisions.

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### AGENT AND LIAISON TRAINING BRANCH

3. Nine programs involving 19 trainees were conducted, six in Washington, one in New York, and two were TDY's. Three programs were completed during this period, six are continuing, and for the first time in several months, no new ones were started.

### PERSONNEL

4. [ ] departed TDY on 28 September for [ ] for a six-week program. [ ] had been scheduled to accompany him, but this plan had to be cancelled at the last minute for medical reasons. [ ] is being processed and will depart on 1 October to assist [ ] in this program.

5. [ ] is replacing [ ] pending the return of [ ] from their TDY's.

6. [ ] departed TDY on 29 September for [ ] where he will conduct a six-week program.

7. [ ] completed a two-week program in [ ] on 10 September. He was then detailed to handle a special case [ ] until 27 September when he returned to ALT.

8. [ ] returned to [ ] to replace [ ] who is now in full-time language training.

[ ]  
Chief, Operations School/TR

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